

18 November 1975

MEMORANDUM FOR: Administrative Officer, DCI

SUBJECT : Request for Additional Space for OGC

1. All of the office space presently held by or assigned to the Office of General Counsel has been allocated to lawyers and support personnel now on board or expected to be on board by 6 January 1976. Presented below is a listing of where we plan to place OGC personnel in the four areas to be occupied by OGC in the Headquarters Building. Lawyers and support personnel assigned to the Procurement and Contract Law Division are not listed below; this Division as you know occupies space in the Ames Building. In addition, [redacted] is not listed since he is furnished space by the Directorate of Operations. STAT

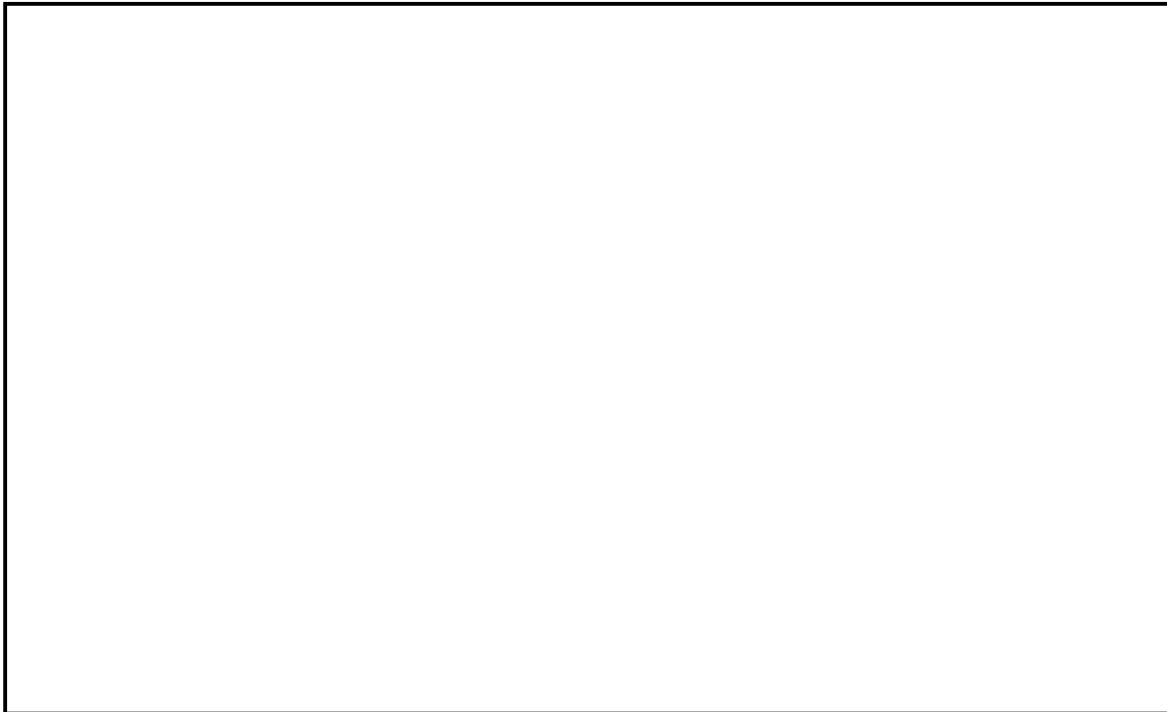
Area

Personnel

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2. Assuming our proposed Table of Organization is approved, we will be recruiting [ ] lawyers and [ ] support personnel to work in the Headquarters Building. We expect to have these people cleared and on board by 1 March 1976. With the space now assigned to OGC, we have room for only [ ] more lawyer and [ ] support personnel. Thus, by 1 March 1976, the Office of General Counsel will need space for [ ] personnel.

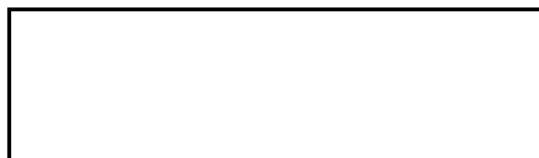
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3. There are a few additional factors you should bear in mind regarding our anticipated future space needs. We will be using our vault (7C25 area) as a vault, and not as office space; thus office space for [ ] will have to be found in addition to the needs outlined above. If the workload carried by the law divisions located in the Headquarters Building increases substantially, the General Counsel may have to transfer a lawyer from the Ames Building. The space allocated to the library also must be increased substantially. The exact space needs are awaiting the outcome of a library survey which will begin soon. However we have already been advised on an informal basis that we will need at least twice the space we now have. And finally, we will need suitable space for CRT terminals and microfiche reader-printers both in the 7D01 area and the 7C40 area.

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Executive Officer  
Office of General Counsel